

**SANDY CITY  
10000 CENTENNIAL PARKWAY  
SANDY UTAH 84070  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF PURCHASING  
SEPTEMBER 2009**

**INVITATION FOR BID:**

This is a solicitation of bids which will be privately reviewed to determine that the functional requirements of the City are met. The City shall be the sole judge as to which bid constitutes the "lowest and/or most responsible bid". The bid will be awarded after the appropriate approvals are received.

**PROJECT TITLE:      Technical Moisture Wicking Shirts**

\*Bids must be received no later than **3:00 P.M., MONDAY, March 1, 2010** by the Purchasing Department at City Hall, 10000 Centennial Parkway, Suite 330, Sandy Utah 84070, or by Fax no earlier than the day of the day at 801-568-7154. Late bids will not be considered. It is the responsibility of the vendor to verify a Faxed bid was received on time.

**\*SAMPLES OF THE SHIRT YOU ARE BIDDING (SILK SCREENED AND/OR DIGITAL PRINTED BY YOUR COMPANY) MUST BE SUBMITTED WITH THE BID.**

\*See attached specifications.

\*For further information contact Jetta Valentine, Recreation Department, 801-568-2900.

\*The winning bid will be awarded a one year contract, with renewal options for two additional one year periods, upon agreement of both parties. Terms to be determined upon award.

The right is reserved to reject any/or all bids received, to waive any informality or technicality in bids received when deemed in the best interest of Sandy City Corporation. All proposals that meet, exceed or are comparable to minimum specifications will be accepted.

Sandy City Corporation  
  
Mindi J. Bos  
Purchasing Agent

SANDY CITY  
TECHNICAL MOISTURE WICKING SHIRTS  
SPECIFICATIONS

I. INTENT OF SPECIFICATIONS

It is the intent of these specifications to be descriptive and non-restrictive. Brand or trade names may be used to identify quality and performance levels and approved equals will be considered. These specifications set forth the minimum acceptable requirements for the shirts described in this solicitation.

II. PROJECT DESCRIPTION

Sandy City desires to contract on an annual basis for youth and adult technical shirts for multiple races sponsored by the City. The City will purchase for their races approximately 200 youth size shirts and 1,000 adult size shirts. Most shirts will have a one or two color logo screened on the front.

Total quantities estimated will not be purchased all at one time. The vendor will be required to meet the delivery schedule regardless of quantities ordered. Artwork for the screening will change according to the different races.

III. TERM OF CONTRACT

The term of the proposed agreement will be for a period of (1) one year, with the option to be extended for two additional one year periods, upon the agreement of both parties.

IV. PRICES

Prices offered shall be firm against any increase for the first six months of the agreement. After six months the vendor may make a written request for a price increase, not to exceed 5% of the original bid, with verification of increases from their suppliers. Sandy City reserves the right to accept or reject the price increase request.

V. CANCELLATION

All contractual obligations shall prevail for at least 90 days after the effective date of the agreement. After such period, this contract may be canceled in whole by either party giving 30 days prior notice in writing to the other party.

VI. SUBMISSION OF BIDS

Bids shall be submitted in a sealed envelope with the project title shown on the face of the envelope. In order to be considered for award, the bidder must complete all forms and submit the same with the signed bid sheet, on or before the specified date and time for the bid opening.

SANDY CITY  
RECREATION T-SHIRTS AND HATS  
SPECIFICATIONS

VII. BID SHEET

All prices and notations shall be printed in ink or typewritten. No erasures will be permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the original figure and shall be initialed in ink by the person signing the bid.

VIII. SIGNATURE ON BID SHEET

The bid sheet must be signed by an authorized representative of the company named thereon. The signature on this form shall be interpreted to signify the vendor's intent to comply with all the terms, conditions and specifications set forth in this solicitation, unless specific exceptions are noted on the face of the bid.

IX. SPECIFICATIONS AND DESCRIPTIVE LITERATURE REQUIRED

Bids should be accompanied by manufacturers specifications and descriptive literature for the product offered.

X. DELIVERY AN IMPORTANT FACTOR

All bidders are hereby advised that delivery will be an important factor in the award of this bid. Orders must be delivered on the scheduled delivery date. Bidders are advised that failure to meet projected delivery dates without acceptable cause may result in removal of the vendor from the bid list. The Recreation Department requires delivery within 10 days after the vendor receives the order. Stated delivery dates must be based upon company projections and the City may require written confirmation of the projected delivery dates from the company prior to the award of the bid.

XI. BID EVALUATION CRITERIA

The City shall be the sole judge as to which bid constitutes the "lowest and/or most responsible offer". Price is only one consideration, delivery and quality are other factors that will be considered in the award of the bid.

XII. ADDITIONAL INFORMATION

Interested parties may contact Jetta Valentine, Recreation Department, 801-568-2900 for more information.

BID SHEET  
FOR  
TECHNICAL MOISTURE WICKING SHIRTS

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

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- SHIRTS MUST BE A TECHNICAL MOISTURE WICKING MATERIAL, NOT LESS THAN 4.6 OZ 100% POLYESTER
- MUST HAVE A MINIMUM OF 12 DIFFERENT COLORS, PLUS WHITE
- PROVIDE A SAMPLE W/BID

ITEM #1: YOUTH SHORT SLEEVE SHIRTS \$ \_\_\_\_\_ WHITE \$ \_\_\_\_\_ COLORS

YOUTH LONG SLEEVE SHIRTS \$ \_\_\_\_\_ WHITE \$ \_\_\_\_\_ COLORS

ITEM #2: ADULT SHORT SLEEVE SHIRTS \$ \_\_\_\_\_ WHITE \$ \_\_\_\_\_ COLORS

ADULT LONG SLEEVE SHIRTS \$ \_\_\_\_\_ WHITE \$ \_\_\_\_\_ COLORS

\*UNIT PRICE FOR SILK SCREENING LOGO (ONE COLOR) \$ \_\_\_\_\_ ea

\*UNIT PRICE FOR SILK SCREENING LOGO (TWO COLOR) \$ \_\_\_\_\_ ea

\*UNIT PRICE FOR SCREENING ONE COLOR SPONSOR LOGO ON BACK \$ \_\_\_\_\_ ea

\*UNIT PRICE FOR DIGITAL PRINTING \$ \_\_\_\_\_ ea (list color minimum)

ADDITIONAL CHARGES:

\*SET UP CHARGE \$ \_\_\_\_\_

\*ARTWORK CREATED BY VENDOR \$ \_\_\_\_\_

PLEASE SUPPLY US WITH SAMPLES OF ART WORK YOUR COMPANY HAS CREATED.

\*ADDITIONAL COSTS (DELIVERY, FUEL SURCHARGE, ETC.) \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DELIVERY TIME WHEN ART WORK PROVIDED BY CITY \_\_\_\_\_

DELIVERY TIME WHEN ART WORK PROVIDED BY VENDOR \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_